



MONTEVALLE-FACILITY RENTAL INFORMATION

(revised 7/1/11)

Facility	Capacity		Fees (Per Hour)		Set-Up/Take Down
			Resident	Nonresident	
*Multipurpose Hall	200		\$132 ph	\$232 ph	\$60 Flat fee
**Multipurpose Hall 1&2	112		\$107 ph	\$182 ph	\$60 Flat fee
**Multipurpose Hall 2&3	152		\$107 ph	\$182 ph	\$60 Flat fee
**Multipurpose Hall 1	56		\$76 ph	\$136 ph	\$30 Flat fee
Multipurpose Hall 2	56		\$56 ph	\$96 ph	\$30 Flat fee
**Multipurpose Hall 3	96		\$76 ph	\$136 ph	\$60 Flat fee
Dance Room	50		\$56 ph	\$96 ph	No Charge
Craft Room	50		\$56 ph	\$96 ph	No Charge
Gymnasium	684		Half=\$56 ph	Half=\$96 ph	No Charge
			Full=\$81 ph	Full=\$146 ph	

*Includes use of both available kitchens

**Includes use of one kitchen or kitchenette

Refundable Security Deposit-\$200 flat fee charged for each rental

RENTAL INFORMATION, POLICIES, AND PROCEDURES

1. Fill out a facility use form at Monteville, submit a \$100 non-refundable reservation deposit (not an extra fee), sign the rental contract.
2. Turn in a room diagram showing how you would like the room set up. This should be turned in one week prior to your event. Room will be set up according to your diagram prior to the start time and the room will also be broken down as clean up takes place.
3. Clean up begins one hour prior to the ending time listed on the contract. The latest any rental can be in the facility is midnight. You must be cleaned up and out by midnight. Ex. If your permit indicates your rental ends at 8 pm, you must begin cleaning at 7 pm.
4. You may only come and set up decorations or additional tables and chairs at the start time listed on your permit. (Ex. If your permit indicates your rental begins at 2 pm, you may start decorating and setting up beginning at 2 pm, not before.)
5. You are responsible for- Cleaning off and wiping down all tables and chairs, bagging all trash left inside and around the facility, removing all decorations, and providing all linens (table cloths). Room must be left looking how it was prior to the start of the party.
6. **Alcohol**-You are now able to have alcohol during parties. See below
 - *Alcohol permit fee-\$100
 - *Additional Refundable Deposit-\$100
 - *Insurance-Call risk management @ (619) 476-5372 for a quote
 - *Private Security-Must use approved vendors
 - Able Patrol and Guard-(619) 229-6100
 - Guard Management, Inc.-(858) 279-8282

Proof of insurance and proof of reservation for private security and other required information for private security, must be submitted two weeks prior to the event.

All rentals include tables and chairs for capacity of each room and the kitchen if specified